

Process...EA Review of Procurements...Process

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1. Process

The following describes the OEAM (Office of Enterprise Architecture Management) procurement review process in terms of where it applies, what types are reviewed, how the review is conducted, who is responsible, and when the process steps occur. Appendix A details the criteria that guide this process.

1.1. Where does the EA Procurement Review Process apply?

It applies to the development of purchase orders and contract expenditures made with current year funds (OEAM review and approval for items in future years' program budget is performed under a similar but separate process)

1.2. What types of procurement need to be reviewed?

All Information Technology (IT) related procurement need to be reviewed by the OEAM under the VA OCIO. All types of IT procurement (hardware, software, and services) by any VA organization anywhere are required to pass through this review process.

1.3. Why is there a need for EA Management review?

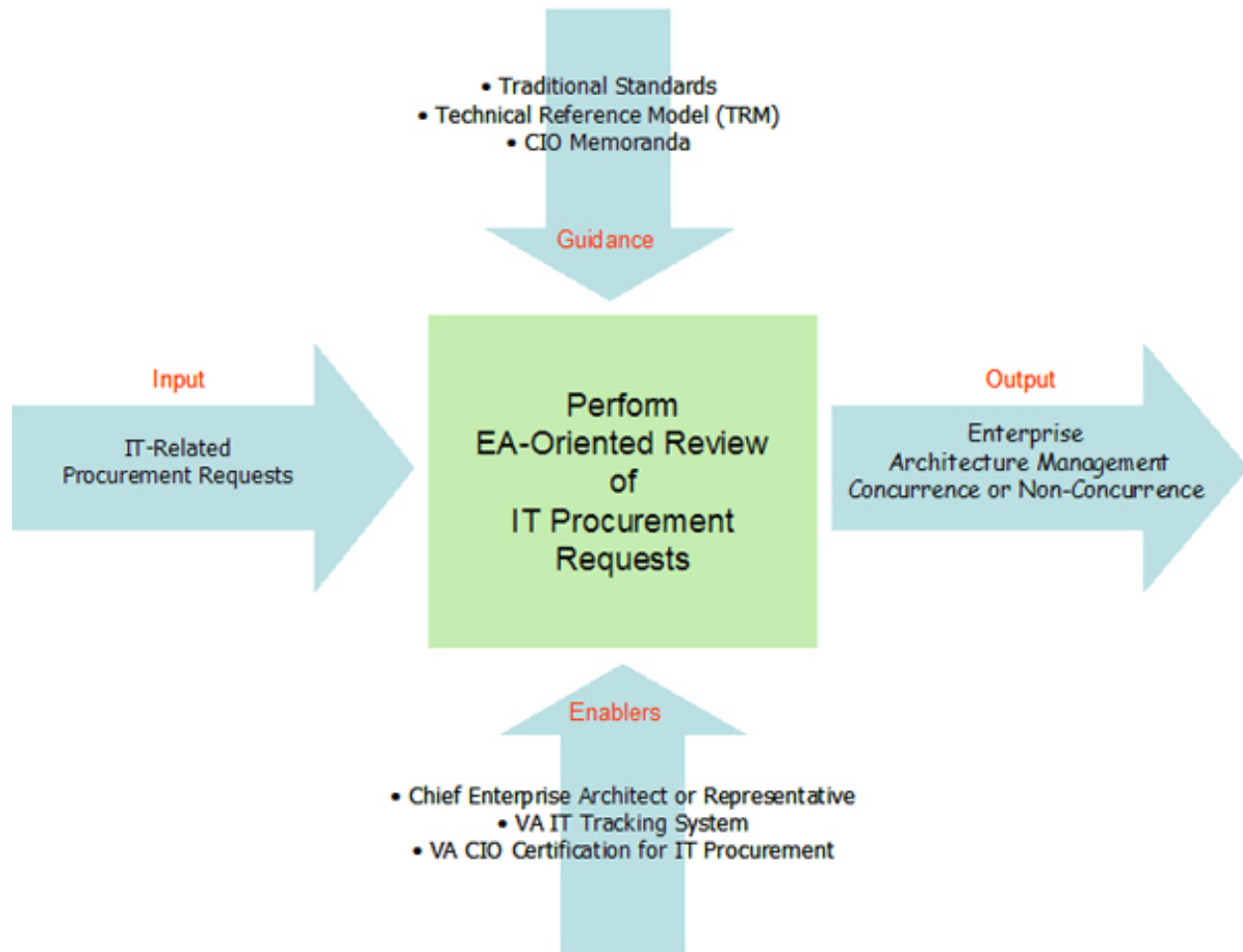
The Office of Information Technology's VA Directives 6000 and 6051 define an integrated process that consists of planning, budgeting, procurement, and management-in-use of VA's information technology investments. According to these Directives, VA's IT investments must be measured in relationship to their support of VA's mission, program goals, and objectives.

Likewise, as provided by OMB Circular A-130, the Chief Enterprise Architect who heads the OEAM is responsible for performing a review of each proposed IT-related expenditure to assess their impact on, or consistency with, the VA's Enterprise Architecture. The reviews should look primarily at technical compatibility issues while employing decision criteria that implement Section 508 requirements, as well as enforce set internal VA IT standards and policies.

1.4. How is the review conducted?

The diagram below shows an overview of the procurement review process.

OEAM Procurement Review Process Overview



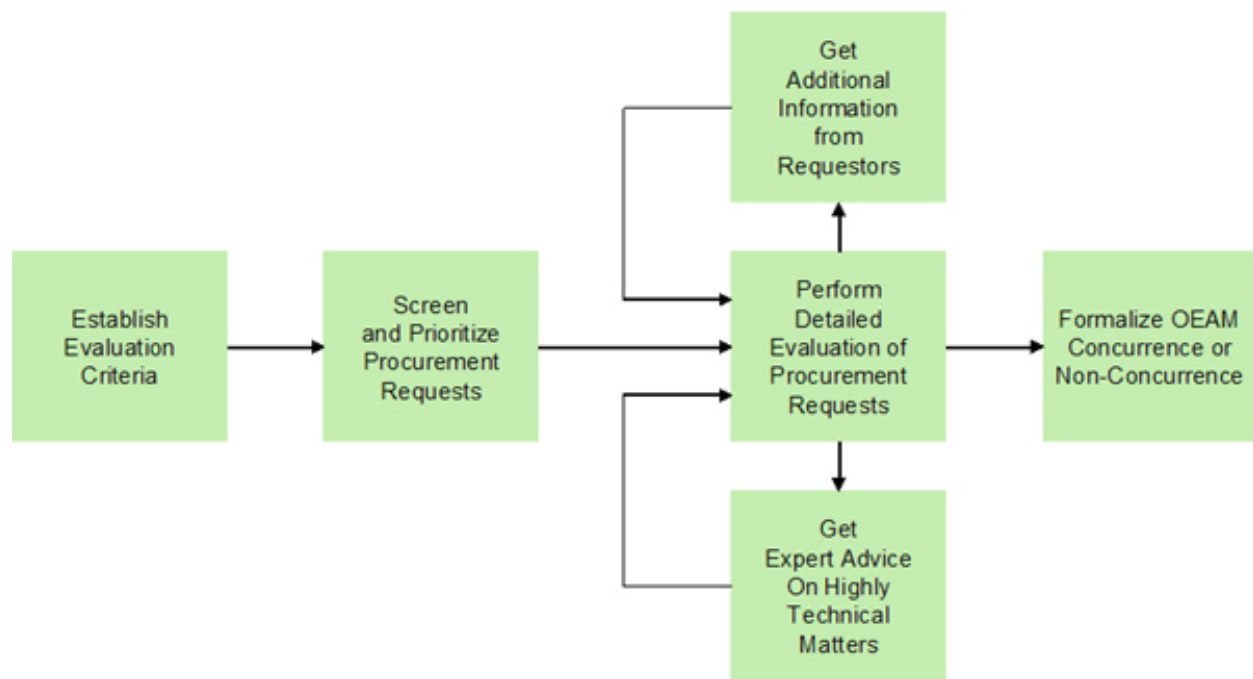
The end-result ("output") of the Procurement Review Process could either be concurrence or non-concurrence by the Chief Enterprise Architect or his/her designated representative. The procurement requests that comprise the "input" are those that have been entered by authorized VA personnel in the "VA IT Tracking System." The Procurement Review process occurs in a related module of the same system. This module is referred to as the "VA CIO Certification for IT Procurement." At the present time when the Enterprise Architecture is still not fully-developed, traditional IT standards, CIO memoranda and other technical standards (some

of which are in the current version of the VA Technical Reference Model (TRM)) are used as bases for the set of criteria currently being used to evaluate procurement requests.

1.5. OEAM Procurement Review Process

The diagram below shows the activities that comprise the OEAM Procurement Review Process. Other groups such as the Cyber Security, Financial Management, and Telecommunications Management groups also review procurement using their special sets of evaluation criteria.

OEAM Procurement Review Process



The Office of Enterprise Architecture Management has developed a guide table (please see Appendix A) that is made available to requestors. This serves as the set of evaluation criteria that are based on guidance provided by the Technical Reference Model and on the experience of people who have been involved in the review process. Some criteria are based on specific memoranda issued by the VA Chief Information Officer.

On a regular basis, the Chief Enterprise Architect or his representative reviews the current

pending requests. If an item is found to be not of concern to Enterprise Architecture (i.e. some common software purchases), a concurrence is immediately given. If it is something that could possibly impact the Enterprise Architecture, the level of priority is established. The screening action immediately pushes out the out-of-scope items.

The evaluation proper involved the analysis of the request against the evaluation criteria. If certain aspects of the request are not clear, the OEAM communicates with the requestor and gets additional information. The spreadsheet in Appendix A can also be used for getting such additional information.

There are cases when expert technical advice is sought in order to assure compliance with the existing standards and policies.

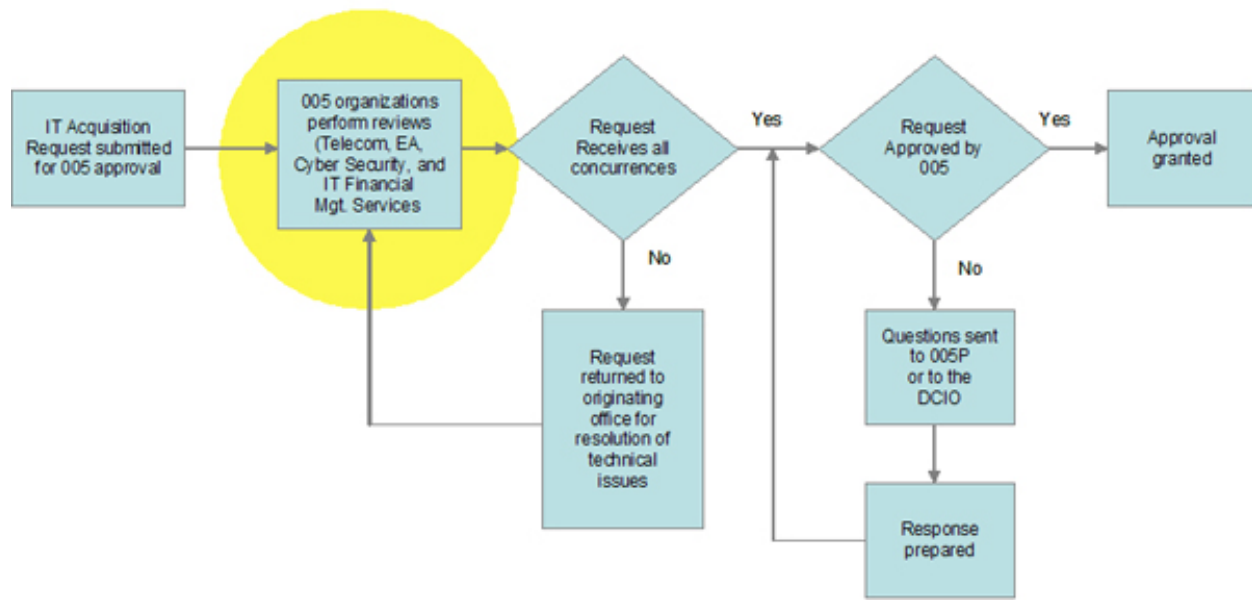
1.6. Who is responsible for conducting the OEAM Procurement Review?

The VA Chief Enterprise Architect is responsible for issuing OEAM concurrence or non-concurrence with specific procurement requests. OEAM staff can also make such decisions in his behalf.

1.7. When does this process occur?

Within the context of the VA IT Acquisition Approval Process, the EA Procurement Review happens at the stage that is highlighted in the following diagram.

VA IT Acquisition Approval Process



1.8. VA Project Lifecycle

In terms of the VA Project Lifecycle, this process normally occurs around Milestone 1 (one) and Milestone 2 (two) as highlighted in the following diagram:

The Integrated Process Flow for VA Information Technology Projects

